

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, January 9, 2017 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Stephen Dielmann, Member. **ALSO PRESENT:** Gelien Perez, HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary. **ABSENT:** Zoraya Pena, Member; Luis Zubieta, Member.

ON THE DAIS:

New Business Item 18a - Request to approve to conduct a Civil Service exam for the Accounting Clerk I

New Business Item 18b - Request to approve to conduct a Civil Service exam for the Accounting Clerk II

New Business Item 18c - Request to approved the revised job description for the Communications & Special Events Aide

AGENDA

1. Request to approve the minutes of the December 5, 2016 Personnel Board meeting.
APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received December 2016.
 1. Jorge F. Hernandez Education and Community Department
 2. Mark Sanchez Fire Department
 3. Richard Sans Fire Department
 4. Annette R. Otaño Human Resources Department
 5. Gabriel Arrojas Police Department**APPROVED.** Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.
3. Report of Leave without Pay for December2016.
SO NOTED.
4. Report of Civil Service Appointments for December 2016.
 1. Jamiee Armesto Public Safety Communications
 2. Mileidys Campuzano Public Safety Communications
 3. Vanessa Ferrando Public Safety Communications
 4. Christopher Garrido Public Safety Communications
 5. LaGaria Tennyson Public Safety Communications
 6. Hamiris Vargas Public Safety Communications**SO NOTED.**

5. Report of Civil Service Resignations for December 2016.

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|-----------------------|----------------------------------|
| 1. Ricardo Castellon | Construction and Maintenance |
| 2. Janisse Martinez | Education and Community Services |
| 3. Juan Medina | Finance |
| 4. Mayda Mir | Grants & Human Services |
| 5. Francys Vallecillo | Mayor's Office |
| 6. Xavier E. Guerrero | Parks and Recreation |
| 7. Adalyn Aluart | Public Safety Communications |
| 8. Leyden Rodriguez | Public Safety Communications |

SO NOTED.

6. Report of Maternal/Paternal Leave for December 2016.

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| 1. Alex Castillo | Fire Department |
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SO NOTED.

7. Report of Leave of Absence for December 2016. **None.**

SO NOTED.

8. Request to certify the eligibility list for **Administrative Aide - Confidential for the Mayor's Office.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

9. Request to certify the eligibility list for **Administrative Aide - Confidential for the City Clerk Office.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to certify the eligibility list for **Administrative Aide - Confidential for the Community and Development Department.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

11. Request to certify the **corrected** 2016 eligibility list for **Fire Lieutenant.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

12. Request to certify the **corrected** 2016 eligibility list for **Police Sergeant.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

13. Request to conduct a Civil Service examination for the **Program Specialist III - Grants & Human Services (Leonard J. Grandio Jr.)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 51 – \$1,320 - \$2,692 Bi-weekly

APPROVED. Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

14. Request to conduct a Civil Service examination for the **Program Specialist III - Grants & Human Services (Elsa C. Rodriguez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 51 – \$1,320 - \$2,692 Bi-weekly

APPROVED. Motion by Mr. Dielmann. Second by Mr. Alvarez. Passed by unanimous vote.

15. Request to conduct a Civil Service examination for the **Program Specialist II - Grants & Human Services (Andres Ruiz)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 48 – \$1,099 - \$2,213 Bi-weekly

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

16. Request to approve the **new** civil service classification and job description for the position of **Professional Engineer Coordinator (Public Works Dept.)**

Copy of **new** job description is attached.

Range – Management

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

17. Request to hear **Unfinished Business.**

18. Request to hear **New Business.**

18a. Request to conduct a Civil Service examination for the **Accounting Clerk I** position with the following criteria:

- a. In-house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list on file.)

Range 43 – \$822 - \$1,516 Bi-weekly

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

18b. Request to conduct a Civil Service examination for the **Accounting Clerk II** position with the following criteria:

- a. In-house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of the job description and eligibility list are attached.

Range 45 – \$939 - \$1,783 Bi-weekly

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

18c. Request to approve the **revised** job description for the position of Communications & Special Events Aide

Copy of the job description and eligibility list are attached.

Range 46 – \$979 - \$1,892 Bi-weekly

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

NEXT PERSONNEL BOARD MEETING: Monday, February 6, 2017 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.